



**OPEN SPOT EXAMINATION BULLETIN  
VARIOUS LOCATIONS  
NURSE EVALUATOR II,  
HEALTH SERVICES  
CONTINUOUS TESTING**

**NOTE: THIS BULLETIN CANCELS AND SUPERCEDES THE  
BULLETIN ISSUED ON JULY 21, 2000**

CALIFORNIA STATE GOVERNMENT SUPPORTS EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, GENDER, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**WHO SHOULD APPLY**

Persons who meet the minimum qualifications (entrance requirements) as stated. Applications will NOT be accepted on a promotional basis.

**HOW TO APPLY**

This is an open examination. Applicants should complete an examination packet which includes the Examination Application (STD. 678) and supplemental application and return to the testing office. Examination packets will be accepted on a continuous basis and will test as the needs warrant. To learn more about the job and testing arrangements, contact the testing office shown below. Examination packets may be filed in person or by mail with:

**DEPARTMENT OF HEALTH SERVICES  
MEDI-CAL OPERATIONS DIVISION  
OPERATIONS SUPPORT UNIT  
600 NORTH TENTH STREET, SUITE 230-C  
P O BOX 942732  
SACRAMENTO, CA 94234-7320**

**1(877) 246-3343**

***DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD***

**SPECIAL TESTING  
INFORMATION**

If you have a disability and need special arrangements, mark the appropriate box in Section 2 of the application Form STD. 678. You will be contacted to make specific arrangements.

**FILING DEADLINE**

**CONTINUOUS TESTING. There is no final filing date.** Testing is considered continuous as closing dates (filing deadlines) for examination packets can be set at any time. Examination packets must be **POSTMARKED**, personally delivered, or received via interoffice mail no later than the closing date. Any examination packets received after the closing date will be held for the next examination.

**SALARY RANGES**

\$3780 - \$4555 per month.

**POSITION DESCRIPTION**

The Nurse Evaluator II, Health Services, are responsible for determining the quality of care being received by program beneficiaries in health facilities and identifying levels of care to meet each beneficiary's health care needs; for monitoring medical services of providers; for evaluating prior authorization requests for a variety of medical services; for training other staff in regulations and implementation of the Medi-Cal or other health care programs; for taking independent action within professional protocols and legal limits of the other agencies; for providing technical assistance in the investigation of cases where fraud and abuse is suspected; and does other related work.

Positions are available in the Medi-Cal Operations Division, Medi-Cal Managed Care Division, Payment Systems Division, Children's Medical Services, Office of Long Term Care, and Audits and Investigations of the California Department of Health Services.

**REQUIREMENTS  
FOR ADMITTANCE TO  
THE EXAMINATION**

**IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.**

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), (and range, if applicable). College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Applicants must also provide their California registered nurse license number and expiration date with a copy of the license attached. **Applications/resumes received without this information will be rejected.**

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**MINIMUM  
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination as meeting 100 percent of the overall experience requirement.

**Licensure Requirements:** Possession of a valid license to practice as a professional registered nurse in California. **And**

**Either I**

One year of experience performing the duties of a Nurse Evaluator I, Health Services.

**Or II**

Three years of professional nursing experience in an institution licensed for inpatient care. (Possession of a Master's Degree in Nursing may be substituted for one year of the required experience.)

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**DESIRABLE  
CHARACTERISTICS**

Must possess aptitude for and willingness to work as team members; emotional stability; sensitivity to patient's needs; patience; tact; alertness; and keenness of observation.

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**EXAMINATION  
INFORMATION**

A candidate may be tested only once during any testing period. The testing periods for this examination are January 1 through June 30 and July 1 through December 31.

**EXAMINATION INTERVIEWS WILL NOT BE HELD.** This examination will consist of a supplemental application only. Information on the supplemental application will be used to assess, on a competitive basis, each candidate's relevant training and experience. In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained.

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**Supplemental Application Weighted 100 Percent**

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**SCOPE**

In addition to evaluating the candidates relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor's:

**KNOWLEDGE OF:**

1. Professional nursing principles and techniques.
2. Medical terminology, hospital routine and equipment.
3. Medicines and narcotics.

**ABILITY TO:**

1. Observe and record symptoms and patient behavior.
2. Document records and prepare reports.
3. Review, assess and make independent recommendations on the appropriate level of care.
4. Follow regulations and outlined procedures.
5. Communicate effectively.
6. Maintain good public relations with patients, providers of service, and other agencies.
7. Work cooperatively with other team members.

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**ELIGIBLE LIST  
INFORMATION**

Names of successful competitors are merged into the list in order of final scores regardless of date.

Eligibility expires 18 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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**VETERANS PREFERENCE**

Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination.

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## **GENERAL INFORMATION**

**Applications** are available at the State Personnel Board office, local offices of the Employment Development Department, the Department noted on this announcement and through the internet at <http://www.spb.ca.gov>.

**If you meet the requirements** stated on this announcement, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all successful candidates will be ranked according to their scores.

**The Department of Health Services** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this announcement.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

The California Relay (Telephone) Service for the Deaf or Hearing Impaired:

MCI From TDD: 1-800-735-2929

MCI From Voice Telephone: 1-800-735-2922

Sprint From TDD: 1-888-877-5378

Sprint From Voice Telephone: 1-888-877-5379